

Commonwealth of Kentucky
Annual, Sick, Compensatory Leave

General

The purpose of the "Annual, Sick, Compensatory Leave" form, AFR 71, is to determine the dollar amount of accumulated leave as of June 30, 2006, for those employees with leave balances which are not maintained through the Unified Personnel Payroll System (UPPS). Do not complete this form for employees with leave balances maintained through UPPS.

Annual leave balance includes the dollar value of accumulated annual leave as of June 30, 2006, and the employer's portion of FICA and retirement contributions applicable to these amounts.

Sick leave balance includes the dollar value of accumulated sick leave as of June 30, 2006 plus the employer's portion of FICA and applicable retirement contributions.

Compensatory leave balance includes the dollar value of accumulated compensatory leave as of June 30, 2006, and the employer's portion of FICA and retirement contributions applicable. Each individual's accumulated compensatory leave should be limited to the maximum compensatory leave allowed by regulation.

Detailed Instructions

AFR 71

Annual, Sick, Compensatory Leave

1. Enter the date the form is completed.
2. Enter the official agency name.
3. Enter the cabinet and agency number.
4. Enter the fund name.
5. Enter the four-digit fund number.
6. Enter leave balance in hours at July 1, 2005, by category.
7. Enter the total dollar value of leave balances at July 1, 2005, by category. The dollar value should be the total of each employee's leave balance multiplied by the employee's year end (June 30, 2005) hourly pay rate, plus the employer's portion of FICA and retirement.
8. Enter total hours earned during fiscal year 2006 by category.
9. Enter the dollar value of leave earned during fiscal year 2006. The total dollar value should be the total of each employee's leave earned by category multiplied by the employee's year-end (June 30, 2006) hourly pay rate, plus the employer's portion of FICA and retirement.
10. Enter the leave hours used during fiscal year 2006 by category.
11. Enter the total dollar value of leave used during fiscal year 2006. The total dollar value should be the total of each employee's leave used by category multiplied by the employee's year-end (June 30, 2006) hourly pay rate, plus the employer's portion of FICA and retirement.
12. Enter leave balances in hours at June 30, 2006, by category.
13. Enter the total dollar value of year-end leave balances. The total dollar value should be the total of each employee's leave balances multiplied by each employee's year-end (June 30, 2006) hourly pay rate, plus the employer's portion of FICA and retirement.
14. Enter the name of the person preparing the form.
15. Enter the phone number of the person preparing the form.